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JUNIOR PROFESSIONAL DEVELOPMENT PROGRAM



FOREIGN AGRICULTURAL SERVICE  
UNITED STATES DEPARTMENT OF AGRICULTURE  
Washington 25, D. C.  
March 1956



## INTERNATIONAL ASSISTANCE TO FARMERS

On June 5, 1955, Foreign Agricultural Service celebrated its twenty-fifth anniversary of distinguished service to the American farm community.

During the past few decades, American agricultural activities, interests, and problems have taken on an international aspect. Developments in foreign agricultural production and trade intimately affect the individual and national welfare of farmers, agricultural trade groups, and others in this country. International trade in agricultural products has become increasingly entangled in a complex web of governmental controls and restrictions, requiring Federal assistance to farmers in paving the diplomatic path for expansion of American markets in foreign areas.

It is the mission of Foreign Agricultural Service, as the foreign arm of the Department of Agriculture, to assist farmers in development of foreign outlets for their surplus production, to analyze agricultural conditions and developments abroad that affect American markets and to disseminate trade and trend information to American farmers, and to provide representation, through Agricultural Attaches, in the major agricultural producing and consuming areas of the world.

The programs of Foreign Agricultural Service are unique in the Government, providing daily exposure to challenging problems international in scope, and requiring professionally skilled craftsmen to assure the success and continuity of its vital work.

### A SMALL OFFICIAL FAMILY

At the present time, FAS has a total of 605 persons employed at our national headquarters and in foreign countries. There are 450 employees in Washington, and 165 employees in the field. In Washington, the Divisions shown on the enclosed FAS Organization Chart are staffed by an average of 25 employees. The attache offices abroad vary from one attache and secretary to an attache, secretary, and two assistant attaches at the larger posts. In each case, necessary local personnel are employed. The professional staff of the organization is made up largely of agricultural economists and agricultural marketing specialists, many of them with national and international professional reputations.

Under these administrative conditions, the agency is able to provide for individual supervision of its employees, for thoughtful orientation to job requirements, and for careful follow-up and evaluation of performance. Few employees are in a better position to help young professionals achieve their highest potential, and to develop them for assignments of greater responsibility.





Although the size of the official family is small, opportunities for advancement in FAS are exceptionally good for the employee who works hard, is professionally competent, and can get along officially with other people. To illustrate the potential, there are 12 program Division Directors at GS-15 (\$11,610 per annum), and 23 program Branch Chiefs at GS-14 (\$10,320). In the field, the majority of 51 agricultural attache offices can be filled at GS-14, and the posts of major importance are now filled at GS-17, GS-16, and GS-15.

#### JUNIOR PROFESSIONAL DEVELOPMENT PROGRAM

It is essential that FAS employ and develop young professionals who in the years ahead will be able to assume positions of leadership both in the National office and in the field. The agency has already employed 22 agricultural economists under its Junior Professional Development Program in the past two years, and will employ 15 more this year.

Each of the 22 JPD Program employees who has served one year in FAS has been promoted to the next-higher grade, and three of them have been assigned to foreign field posts as Assistant Agricultural Attaches GS-9.

It is expected that any professional appointee hired under the JPD Program will be willing to accept rotating domestic and overseas assignments during his career in FAS. It is standard practice in the agency to rotate JPD Program appointees in Washington assignments in order technically to prepare them for eventual assignment to the field. Individual overseas tours of duty are for a period of not less than two years with probable assignment for two additional years after home leave.

#### SOME BENEFITS OF FEDERAL EMPLOYMENT

There are certain major benefits of Federal employment and advantages to FAS employment that you should know about in comparing offers from business and industry, and educational institutions:

1. PAY. Salaries in FAS compare favorably with those paid for similar work in private industry.

The pay grades of positions in FAS are determined by the level of duties and responsibilities of the job, and pay rates for each grade are set by Congress. It is important to note on the Salary Card, enclosed, the within-grade steps in each grade. This salary provision will permit a GS-14, for example, to advance each 18 months to the next higher step in the grade, or from \$10,320 to \$11,395 per year.



Employees are paid each two weeks, with a 12-day lag on the first payday. Employees are paid, for example, on February 23 for service performed during the period January 30 - February 10. If you entered on duty February 9, you would be paid for only two days' work on February 23, but thereafter would receive a full pay check each two weeks.

Upon separation from the Federal Service, your final salary payment will include pay for all uncompensated service performed, so you don't lose on the "lag."

2. GROUP LIFE INSURANCE. Life insurance is available at low cost to Department employees, and optional, regardless of any other Government insurance you hold. The amount of this term insurance depends on your base salary. If, for example, your base pay is \$3,670 per annum, you are insured for \$4,000, and when you are promoted to GS-7 at \$4,525, you are automatically insured for \$5,000. The cost is 25¢ per \$1,000 of insurance, deducted from your biweekly pay check. The policy includes double indemnity for accidental death.
3. RETIREMENT. The Federal retirement plan, gearing annuity benefits to years of service, basically provides for optional retirement at 60 with 30 years' service, and includes survivorship and disability provisions. Roughly, the annuity yields about 45% of the highest five-year average of earnings, with reductions for survivorship benefits. Benefits are jointly paid for by the Government and the employee, and 6% of your biweekly pay-check is deducted for such purpose. Active military service is creditable toward retirement service requirements.
4. VACATION AND SICK LEAVE. Vacation leave is earned on a graduated basis. During the first 3 years' service, you earn 13 workdays per year of vacation leave; from 3 to 15 years' service, 20 days; and after 15 years' service, 26 days. For new employees, the limit on accumulation is 30 days, paid up in cash if the employee leaves the service.

Sick leave is earned at the rate of 13 days per year, with no limit on accumulation, but no cash settlement. If after ten or fifteen years' service, you have 130 days of sick leave to your credit, and you become very ill, you would get your full base salary for about six months.

Active military service is creditable in establishing the rate at which you earn vacation leave. For example, with four years' creditable military service, you begin earning vacation leave at the rate of 20 days a year.





5. MILITARY LEAVE. If you are a member of the National Guard or one of the Reserves of the Army or Navy, you are entitled to a maximum of 15 calendar days of military leave each year, without charge to vacation leave, with full pay, to participate in military training and field exercises.
6. OVERSEAS BENEFITS. If you are assigned overseas, you earn home leave, in addition to vacation and sick leave, at the rate of 1 week for each four months of service abroad. Furthermore, depending on the area of assignment, you may be entitled to quarters and cost-of-living allowances, and a hardship differential.
7. INJURY COMPENSATION. Compensation for loss of salary, after a 3-day waiting period, is based on two-thirds of your base salary if you have no dependents, and three-fourths of your base salary if you have a dependent. Injury on the job also entitles you to receive free medical, surgical, and hospital treatment.
8. GROUP HOSPITALIZATION. FAS participates in the Hospital Service Plan of Group Hospitalization, Incorporated, and the Surgical Service of the Medical Service of the District of Columbia. Individual contracts for both plans are available at a monthly cost of \$2.70, and Family Contracts at a monthly cost of \$6.90.
9. INCOME TAX. FAS withholds a portion of your salary each payday as current payment of income tax, credit to be taken on amounts withheld on your income tax return.
10. GRADUATE SCHOOL. There are organized, formal educational programs in the USDA Graduate School where you can take graduate and undergraduate work, after hours. The USDA Library has the greatest collection of agricultural publications in the world.
11. INCENTIVE AWARDS. FAS participates in the USDA Incentive Awards Program, providing honorary recognition by the Secretary to employees for outstanding achievements in Department programs, and providing liberal cash awards to employees for contributions to the efficiency, economy, and effectiveness of Department operations.
12. USDA CREDIT UNION. Department employees have available the facilities of a credit union both to encourage savings and to obtain loans for many purposes at low rates of interest.



OBLIGATIONS

In the Department, as in any other large organization, certain rules and regulations have been established to guide employees in their conduct as public servants. These standards concern such matters as political activity, use of classified security information, outside employment, striking against the Government, membership in subversive organizations.

Any questions concerning the content of this document should be directed to the Personnel Division, Foreign Agricultural Service, Washington 25, D. C.

Enclosures - (1) Organization Chart, FAS  
(2) Salary Card  
(3) Sample Job Description  
(4) Foreign Agriculture, January Issue







